

## CHAPTER EIGHT—PHYSICAL SITE

### PHYSICAL SITE – INDOOR SPACE AND CONDITION

#### Indoor Space and Condition

**POLICY:** *Knowledge of any significant health or safety risk, including but not limited to soil, water, or building contamination, is grounds for denial of an approval, license or registration to operate a child care facility. (04/01/2008)*

- 114-507 A. (1) The director shall provide at least thirty-five (35) square feet of indoor play space per child, measured by Department staff from wall to wall. Department staff shall determine the total number of children to be cared for in each room by measuring and computing the rooms separately. Bathrooms, reception areas, isolation rooms, halls and space occupied by cupboards, shelves, furniture and equipment which are accessible to children for their use shall be allowable space. Kitchens, storage rooms, and storage cabinets used solely for or by staff shall be excluded. Halls, although included in total indoor space, shall not be used for activities or storage of furniture and equipment.

**POLICY:** *All rooms shall be measured baseboard to baseboard, where the floor meets the wall. The measuring wheel may be used outside to measure the playground only. (1/31/06)*

#### Ventilation

- 114-507 A. (2) Ventilation
- (a) Child care areas, dining areas, kitchens, and bathrooms shall be ventilated by mechanical ventilation, such as fans or air conditioning, or at least one operable window.
  - (b) If freestanding fans are used, fans shall have a stable base, be equipped with protective guards and be placed in a safe location.
  - (c) Windows, including windows in doors, when utilized for ventilation purposes shall be securely screened to prevent the entrance of insects.
  - (d) Windows accessible to children under 5 years of age that are above ground level of the building shall be adjusted to limit the opening to less than 6 inches or protected with guards that do not block outdoor light.

#### Door and Window Glass

- 114-507 A. (3) Safety glass shall be used on clear glass windows and doors that are within thirty-two inches above floor level and that are accessible to children. Decals shall be applied to all glass or sliding patio doors and placed at eye level of the children being cared for at the facility.

**POLICY:** *"Safety glass" may include plastic coated or wire reinforced glazing material that is non-toxic and non-flammable. (11/1/06)*

### **Lighting**

- 114-507 A. (4) (a) Rooms, hallways, interior stairs, outside steps, outside doorways, porches, ramps, and fire escapes shall be lighted.
- (b) At least twenty foot candles of light shall be required on all work surfaces in food preparation, equipment washing, utensil washing, hand-washing areas, and toilet rooms.
- (c) Adequate, safe lighting for individual activities, for corridors, and for bathrooms shall be provided.

**POLICY:** *Nap time lighting shall be sufficient to see each child clearly. (1/31/06)*

### **Environmental Hazards**

- 114-507 A.(5) (a) Safety barriers shall be placed around all heating and cooling sources, such as hot water pipes, fixed space heaters, wood- and coal-burning stoves, hot water heaters, and radiators, that are accessible to children to prevent accidents or injuries upon contact by the child.

**POLICY:** *To protect children, safety barriers shall be a minimum of 4 feet in height and a minimum of 36 inches in distance from the source. (See Resource Manual for DHEC/Fire recommendation.) The barrier shall be made of non-combustible materials and may not include plants, trees or shrubs. (6/1/07)*

- (b) Knives, lighters, matches, projectile toys, tobacco products, microwave ovens, and other items that could be hazardous to children shall not be accessible to children.
- (c) To prevent lead poisoning in children, child care centers shall meet applicable lead base paint requirements, as established by the South Carolina Department of Health and Environmental Control (DHEC), pursuant to South Carolina Code annotated Section 44-53-1310, et seq., and Regulation Number (61-85). (SEE RESOURCE MANUAL SECTION 8 FOR SECTION 44-53-1310.)

**POLICY:** *If DHEC determines that a licensed family child care home or a group child care home applicant needs a lead risk assessment, it must be completed and, if lead is found, the assessment must be cleared prior to the issuance of the license. (6/1/07)*

NOTE: THE ABOVE REGULATION WHICH REFERS TO DHEC'S REGULATION #61-85. DHEC IS IN THE PROCESS OF REPEALING THAT REGULATION. PER A DHEC REPRESENTATIVE, THE REGULATION IS OUTDATED AND DHEC IS UNABLE TO USE IT IN CURRENT LEAD ACTIVITIES. ALSO, THE STATUTE FOR CHILDHOOD LEAD POISONING WAS REVISED DURING THE LAST LEGISLATIVE SESSION MAKING A REGULATION UNNECESSARY AT THIS TIME. MORE INFORMATION WILL BE MADE AVAILABLE DURING THE NEXT OPERATING MANUAL UPDATE.

- (d) Floors, walls, ceilings, windows, doors and other surfaces shall be free from hazards such as peeling paint, broken or loose parts, loose or torn flooring or carpeting, pinch and crush points, sharp edges, splinters, exposed bolts and openings that could cause head or limb entrapment.
- (e) The use of sinks, equipment, and utensil-washing sinks, or food preparation sinks for the cleaning of garbage and refuse containers, mops or similar wet floor cleaning tools, and for the disposal of mop water or similar liquid waters is prohibited.
- (f) Children shall not be present in the area during construction or remodeling and not in the immediate area during cleaning or in such a manner as not to create a condition that might result in an accident or cause harm to the health and safety of the children.
- (g) The following items shall be secured or inaccessible to children for whom they are not age appropriate:
  - (i) Items that may cause strangulation such as blind cords, plastic bags, necklaces, and drawstrings on clothing and string;
  - (ii) Items that may cause suffocation such as sand, beanbag chairs, pillows, soft bedding, and stuffed animals; and
  - (iii) Items that may cause choking such as materials smaller than 1 ¼ inch in diameter, items with removable parts smaller than 1 ¼ inch in diameter, Styrofoam objects and latex balloons.

### **Water Supply**

- 114-507 A. (6)
- (a) The water supply shall meet applicable requirements for water quality and testing in accordance with DHEC.
  - (b) The center shall have hot and cold water under pressure. (Forty PSI recommended) If an individual private well water supply is used, the director shall obtain approval pursuant to DHEC to ensure safe location, construction, and proper maintenance and operation of the system.
  - (c) Hot water shall be between 100 to 120 degrees Fahrenheit.
  - (d) Safe drinking water shall be available to children at all times and there shall be no use of common drinking cups.
  - (e) If a water fountain is available, it shall be of an angle-jet design, maintained in good repair and kept sanitary. There shall be no possibility of mouth or nose submersion.

***POLICY: Drinking fountains shall have an angled jet and orifice guard above the rim of the fountain. The pressure shall be regulated so the water stream does not contact the orifice or splash on the floor, but shall rise at least two (2) inches above the orifice guard so that children will not put their mouths on the fountain. (National Health & Safety Performance Standard, Second Edition) (5/1/06)***

- (f) Ice used for any purpose shall be made from water from an approved source. The ice shall be handled and stored in a sanitary manner.

### **Temperature**

- 114-507 A. (7)
- (a) Temperature shall be maintained between 68 and 80 degrees Fahrenheit as appropriate to the season while children are present in the center.

**POLICY:** *Regulatory Specialists will only cite a facility for being too hot or too cold if they have access to either of the following: (1) a thermometer or (2) a thermostat that is connected to the heating/air conditioning controls. (4/01/08)*

- (b) When outdoor temperature exceeds 90 degrees Fahrenheit, caution shall be used when children are involved in outdoor physical activities.

**POLICY:** *In the event of cold weather, refer to the National Standard below. (3/6/07)*

**POLICY:** *When the inside temperature exceeds the regulatory limit due to a failure of the heating or air conditioning system and the problem cannot be corrected within four (4) hours, parents must be contacted to pick up their children. (amended 8/1/06)*

**POLICY:** *(NATIONAL STANDARD – National Health and Safety Performance Standards, Second Edition) A draft-free temperature of 65 degrees F to 75 degrees F shall be maintained at 30% to 50% relative humidity during the winter months. A draft-free temperature of 68 degrees F to 82 degrees F shall be maintained at 30% to 50% humidity during the summer months. All rooms that children use shall be heated, cooled, and ventilated to maintain the required temperatures, humidity, and air exchange and to avoid accumulation of odors and fumes. Air exchange shall be a minimum of 15 cubic feet per minute (or 7.5 liters/second) per person of outdoor air. (1/31/06)*

## **Sanitation**

- 114-507 A. (8) (a) Clean and sanitary conditions shall be maintained indoors and outdoors, including indoor and outdoor recreational equipment and furnishings.  
(b) Measures to control insects, rodents, and other vermin shall be taken to prevent harborage, breeding, and infestation of the premises.

**POLICY:** *In facilities where a rodent or insect infestation is observed, professional treatment must be provided by a licensed exterminator. Proof of professional service must be provided upon request. (1/11/06)*

- (c) All solid wastes shall be disposed of at sufficient frequencies and in such a manner not to create a rodent, insect, or vermin problem.  
(d) Trash in diapering areas shall be kept in closed, hands-free operated, plastic lined receptacles in good repair.

**POLICY:** *Hands-free trash receptacles shall be defined as foot pedal-operated. (5/1/06)*

- (e) Trash in kitchen areas shall be kept in closed, plastic lined receptacles.  
(f) Trash in children's restrooms, classrooms, and eating areas shall be kept in plastic lined receptacles.  
(g) Trash receptacles outside the building, shall be watertight with firm fitting lids that prevent the penetration of insects and rodents.  
(h) Trash disposal and sewage system construction and usage shall be in accordance with local standards and ordinances.  
(i) The use of child care room, bathroom, or kitchen sinks for cleaning of trash receptacles or cleaning equipment is prohibited.

## **Doors**

- 114-507 A. (9) (a) Protective gates shall be of the type that do not block emergency entrances and exits and that prevent finger pinching and head or limb entrapment.

## **Landings, Stairs and Handrails**

- 114-507 A.(10) (a) Children shall not have access to a door that swings open to a descending stairwell or outside steps, unless there is a landing that is at least as wide as the doorway at the top of the stairs.
- (b) Each ramp and each interior stairway and outside steps exceeding two steps shall be equipped with a secure handrail at the height appropriate for the sizes of the children at the center.

***POLICY: Handrails must be thirty-six inches high and located on both sides of risers unless otherwise protected by walls or other barriers. (11/1/06)***

- (c) Stairs shall have a non-skid surface.
- (d) Each porch and deck that has over an 18-inch drop shall have a well-secured railing.

***POLICY: Handrails must be thirty-six inches high and located on both sides of risers unless otherwise protected by walls or other barriers. (11/1/06)***

- (e) Interior stairs that are not enclosed shall have a barrier to prevent falls.

## **Electrical Sources**

- 114-507 A.(11) (a) The center shall be connected with an electrical source.
- (b) Electrical outlets and fixtures shall be connected to the electrical source in a manner that meets local electrical codes, as certified by an electrical code inspector. – NFPA 70 and 99 Compliance.
- (c) Electrical outlets shall be securely covered with childproof covers or safety plugs when not in use in all areas accessible to children.
- (d) No electrical device accessible to children shall be located so that it could be plugged into the outlet while in contact with a water source, such as sinks, tubs, shower areas, or swimming/wading pools, unless ground fault devices are utilized.

## **Bathrooms**

- 114-507 A. (12) (a) There shall be at least one flush toilet for every 20 children over two years of age. Staff shall be included when determining availability of toilets if there are no staff rest rooms.
- (b) If seat adapters are used for toilet training, they shall be cleaned and sanitized after each use.

- (c) Toilet training equipment shall be provided to children who are being toilet trained.
- (d) There shall be at least one sink with hot and cold running water under pressure for every 20 children over two years of age. Sinks shall be located in or near each toilet area.
- (e) Toilets and sinks shall be at heights accessible to the children using them or shall be equipped with safe and sturdy platforms or steps.
- (f) Privacy shall be provided for toilets used by preschool and school age children.

**POLICY:** *If the bathroom is outside of the classroom, all children must be escorted to the bathroom. For children ages 5 and up, once it is verified that no one is in the bathroom, a caregiver is not required to be in the bathroom with the child. (1/31/06)*

**POLICY:** *Privacy for preschool children is defined as an enclosed bathroom. Privacy for school-age children is defined as an enclosed toilet. (8/1/06)*

- (g) Floor and wall surfaces in the toilet area shall have smooth, washable surfaces. Carpeting is not permitted in the toilet area.
- (h) Toilets, toilet seat adapters, sinks and restrooms shall be cleaned at least daily and shall be in good repair.
- (i) Liquid or granular soap and disposable towels shall be provided at each sink.

**POLICY:** *Bar soap is not allowed. (1/31/06)*

- (j) Children shall not be left unattended in a bathtub or shower.
- (k) Easily cleanable receptacles shall be provided for waste material. Toilet rooms used by women shall be provided with at least one covered waste receptacle.
- (l) Bathroom facilities shall be completely enclosed.

## **Outdoor Space**

- 114-507 B. (1) The director shall provide at least seventy-five (75) square feet of outdoor play space per child. Where outdoor space is insufficient at the center, the director and/or staff may take the children outdoors in shifts or utilize parks or other outdoor play areas which meet safety requirements and which are easily accessible.

**POLICY:** *If a facility only operates between 6:00 p.m. and 6:00 a.m., outdoor play is not required. For a facility offering night care (i.e., 6:00 p.m. until 6:00 a.m.) and allowing children outside for play, adequate lighting must be provided so that children are clearly visible at all times. (11/1/06)*

- 114-507 B. (2) The outdoor space shall be free from hazards and litter.
- 114-507 B. (3) Outdoor walkways shall be free from debris, leaves, ice, snow, and obstruction.
- 114-507 B. (4) Children shall be restricted from unsafe areas and conditions such as traffic, parking areas, ditches, and steep slopes by a fence or natural barrier that is at least four feet high.

**(NOTE: SEE RESOURCE MANUAL SECTION 8 FOR HANDBOOK FOR PUBLIC PLAYGROUND SAFETY PUBLISHED BY THE U.S.CONSUMER PRODUCT SAFETY COMMISSION.)**

## **Furniture, Toys and Recreational Requirements**

114-507 C. Furniture, toys, and recreational equipment shall:

- (1) Be clean and free from hazards such as broken or loose parts, rust or peeling paint, pinch or crush points, unstable bases, sharp edges, exposed bolts, and openings that could cause head or limb entrapment;

**POLICY:** *Broken toys are to be discarded. (8/1/06)*

- (2) Meet the standards of the US Consumer Products Safety Commission (CPSC), if applicable. Recalled products listed by the CPSC shall not be accessible to children;
- (3) Be developmentally and size appropriate, accommodating the maximum number of children involved in an activity at any one time;
- (4) The sides of playpens shall remain latched as long as a child is using the playpen. If playpens are used they shall have waterproof, washable, comfortable pads;
- (5) All arts and crafts and play materials shall be nontoxic;
- (6) Outdoor recreational equipment shall be made of durable, non-rusting, non-poisonous materials, and shall be sturdy;
- (7) Stationary outdoor equipment shall be firmly anchored and shall not be placed on a concrete or asphalt surface. Cushioning material such as mats, wood chips or sand shall be used under climbers, slides, swings, and large pieces of equipment;
- (8) Swings shall be located to minimize accidents and shall have soft and flexible seats;
- (9) Cushioning material shall extend at least six (6) feet beyond the equipment and swings;

**POLICY:** *Cushioning material shall be a minimum of six inches deep. (1/31/06)*

**POLICY:** *Pea gravel is acceptable as long as it measures at least 1 ¼ inches in diameter. (8/1/06)*

**POLICY:** *(NATIONAL STANDARD – (National Health and Safety Performance Standards, Second Edition) All pieces of playground equipment shall be surrounded by a shock-absorbing surface. This material may be either the unitary or the loose-fill type, as defined by the guidelines of the U.S. Consumer Product Safety Commission (CPSC) and the standard of the American Society for Testing and Materials (ASTM), extending at least 6 feet beyond the perimeter of the stationary equipment. These shock-absorbing surfaces must conform to the standard stating that the impact of falling from the height of the structure will be less than or equal to peak deceleration 200G and a Head Injury Criterion (HIC) of 1000. Organic materials that support colonization of molds and bacteria shall not be used. This standard applies whether the equipment is installed outdoors or indoors. (1/31/06)*

**POLICY:** *Six feet beyond the equipment and swings is defined as six feet beyond the fall zone. See Resource Manual Section 8, Handbook for Playground Safety, for diagram of zone for single-axis swings and multi-axis swings. (8/1/06)*

**POLICY AMENDMENT:** *The benchmark for defining the fall zone should be a 6' perimeter. However, other factors should be taken into consideration (i.e., fence, next to a building, compliance history, supervision issues). Grandfathering and allowing reasonable timeframes for compliance may be considered. (11/1/06)*



(NOTE: SEE RESOURCE MANUAL SECTION 8 FOR ADDITIONAL INFORMATION ON DEPTH REQUIREMENTS FOR MATERIALS USED UNDER PLAY EQUIPMENT.)

- 114-507 C.** (10) Slides shall have secure guards along both sides of the ladder and placed in a shaded area;
- (11) Outdoor metal equipment shall be located in shaded areas or otherwise protected from the sun;
- (12) Outdoor equipment shall be arranged so that children can be seen at all times;
- (13) The height of play equipment shall be developmentally and size appropriate;
- (14) Sand in a sand box shall be securely covered when not in use and, if outdoors constructed to provide for drainage;
- (15) Indoor recreational equipment and furnishings shall be cleaned and disinfected when they are soiled or at least once weekly and shall be of safe construction and free of sharp edges and loose or rusty points. Indoor recreational equipment and furnishings shall be clean and shall be of safe construction and free of sharp edges and loose or rusty points; and
- (16) A properly fitting bicycle helmet that is approved by American National Standards Institute, Snell Memorial Foundation, or American Society for Testing and Materials, shall be worn by each child when riding a bicycle, skateboard, roller blades, or skates. Helmets are optional for use with tricycles.

***POLICY: Protective helmets must be worn by all children skating outdoors. Children who are in care at indoor skating facilities are not required to wear helmets. (revised 4/01/08)***

### **Rest Equipment**

- 114-507 D.** (1) Cribs shall meet the requirements of the US Consumer Products Safety Commission (CPSC).

***POLICY: Cribs purchased from a manufacturer or retail outlet with acrylic end panels which meet or exceed all ASTM, JPMA and CPSC standards may be used, as approved by the State Fire Marshal's Office. (6/1/07)***

- (2) Individual, clean, developmentally appropriate cribs, cots, or mats shall be provided for each infant, toddler and preschool child, labeled with the child's name and used only by that child.

***POLICY: Play pens, portable cribs, and play yards are acceptable for napping as long as they meet the requirements of the US Consumer Products Safety Commission (CPSC). (11/1/06)***

- (3) Cribs, cots, and mats shall be made of easily cleanable material.
- (4) Placement of sleeping and napping equipment shall allow ready access to each child by staff.

***POLICY: Bunk beds of all types are prohibited due to placement preventing ready access in all circumstances. (11/1/06)***

- (5) Individual, clean, appropriate coverings shall be provided.
- (6) Cots and mats shall be stored so that the surface on which a child lies does not touch the floor.



**POLICY:** *Cots should not be stored in a bathroom unless they are stored a minimum of 10 feet from the toilet or unless they are in an enclosed storage area. (8/21/07)*

(SEE RESOURCE MANUAL SECTION 8 FOR CPSC INFORMATION ON CRIB SAFETY.)

## **Environmental Hazards**

### 114-507 E. (1) Poisons or harmful agents

- (a) Poisons or harmful agents shall be kept locked, stored in the original containers, labeled and inaccessible to children.
- (b) Poisons or harmful agents shall be purchased in childproof containers, if available.
- (c) Play materials, including arts and crafts, shall be non-poisonous.
- (d) Poisonous plants are not permitted.

(SEE RESOURCE SECTION 8 FOR ADDITIONAL INFORMATION ON POISONOUS PLANTS AND SAFE PLANTS.)

- (e) Pesticides shall be of a type applied by a licensed exterminator in a manner approved by the United States Environmental Protection Agency. Pesticides shall be used in strict compliance with label instructions and should not be used while children are present. Pesticide containers shall be prominently and distinctly marked or labeled for easy identification of contents and stored in a secure site accessible only to authorized staff.

**POLICY:** *In facilities where a rodent or insect infestation is observed, professional treatment must be provided by a licensed exterminator. Proof of professional service must be provided upon request. (1/11/06)*

### 114-507 E. (2) Water hazards

- (a) Swimming pools located at the center or used by the center shall conform to the regulations of DHEC for construction, use, and maintenance.
- (b) Swimming pools, stationary wading pools and other water sources such as ditches, streams, ponds, and lakes shall be made inaccessible to children by a secure fence that is at least 4 feet high; exits and entrances shall have self-closing, positive latching gates with locking devices.
- (c) Children shall not be permitted in hot tubs, spas, or saunas.
- (d) Children shall not be permitted to play in areas where there are swimming pools or other water sources without constant supervision.

### 114-507 E. (3) Firearms, weapons, and ammunition are not permitted in the center or on the premises without the express permission of the authorities in charge of the premises or property. This does not apply to a guard, law enforcement officer, or member of the armed forces, or student of military science.

### 114-507 E. (4) Animals: The following requirements apply in regard to animals:

- (a) Healthy animals which present no apparent threat to the health and safety of the children shall be permitted, provided they are cleaned, properly housed, fed and cared for and have had required vaccinations, as appropriate. Live

animals shall be excluded from areas where food for human consumption is stored, prepared or served.

**POLICY:** *Regarding animals in classrooms, DHEC states that animals are allowed as long as they are housed properly. Children should always wash their hands thoroughly after contact with animals. (1/31/06)*

**POLICY:** *Dogs, cat and ferrets must have rabies vaccinations. (8/1/06)*

- (b) Animals shall not be permitted if a child in the room or area is allergic to the specific type of animal.
- (c) Animal litter and waste shall not be accessible to children.
- (d) Reptiles and rodents shall not be accessible to children without adult supervision.

**POLICY:** *Green slider turtles are not allowed in facilities because they carry salmonella. (8/1/06)*

**POLICY:** *Reptiles may not be handled by children. Staff who handle and prepare food shall not handle reptiles due to the salmonella threat. (1/31/06)*